

<b>Title</b>	<b>Mumps Specimen Collection and Transport (Virology)</b>
<b>Specimen Requirements</b>	<ol style="list-style-type: none"> <li>1. Acceptable specimens: buccal swabs (recommended), throat swab, CSF, bone marrow and urine.</li> <li>2. Urine is NOT an acceptable specimen type for PCR testing.</li> <li>3. Swabs must be placed in at least 1-2mL of viral transport media (VTM). Dry swabs will not be accepted.</li> <li>4. Specimens must be received within 5 days of collection.</li> <li>5. Specimens must be refrigerated at 2-8C immediately after collection.</li> </ol>
<b>Sampling Materials</b>	<ol style="list-style-type: none"> <li>1. Viral Transport Media (VTM)-available commercially. Some require refrigeration, others do not — check package insert. VTM tubes must include at least 1-2mL liquid media.</li> <li>2. Swab - Swab material should be synthetic (e.g. rayon, polyester, or Dacron). Calcium alginate or charcoal-impregnated swabs should not be used, nor should wood-shaft swabs.</li> <li>3. Sterile containers and collection materials for urine, sputum or CSF specimens.</li> <li>4. Cold packs or dry ice.</li> <li>5. Insulated shipping boxes/containers with appropriate shipping labels.</li> </ol>
<b>Procedural Notes</b>	<ol style="list-style-type: none"> <li>1. Be sure to properly label the specimen tube with at least the patient's name and date of collection.</li> <li>2. Check the expiration date on the VTM tube to ensure product is acceptable and will continue to be acceptable once received at the ISDH laboratory.</li> <li>3. After collection, all specimens should be stored at refrigerator temperature (2-8C) until shipped. If longer storage is required, place specimens in a -70C freezer (NEVER store, even temporarily, in a regular, -20°C freezer — this temperature will kill virus). Additionally, avoid freeze- thaw cycles, which is also lethal to viruses.</li> <li>4. Specimens should be submitted via LimsNet, the ISDH Labs electronic submission and results reporting system. To get a free LimsNet account established at your facility, call the help desk at (888) 535-0011 or 317-921-5506, or send an email to <a href="mailto:LimsAppSupport@isdh.in.gov">LimsAppSupport@isdh.in.gov</a>.</li> <li>5. If LimsNet is not available at your facility, complete a request form (State Form 35212, R6/9-09) for each specimen with the following information: <ol style="list-style-type: none"> <li>a. Name, complete address, birth date, race, and sex of patient</li> <li>b. Specimen type and date of specimen collection</li> <li>c. Date of symptom onset</li> <li>d. Suspected disease agent</li> <li>e. Complete patient history, travel history, and other relevant information</li> <li>f. Submitting clinic information-clinic name, address, phone number, fax number, contact name and email address (if available).</li> </ol> </li> <li>6. Special Instructions for Specimen Collection <ol style="list-style-type: none"> <li>a. Parotid gland/buccal swab: Collect fluid by swabbing the buccal cavity (the space between the cheek and the teeth). The parotid duct drains in this space near the upper molars. Massage the parotid gland area just in front of the ear and near the angle of the jaw for 30 seconds prior to collecting secretions on the swab. Swab the area between the cheek and the gum by sweeping the swab near the upper molar to the lower molar area. Place the swab immediately in a transport tube containing VTM.</li> <li>b. Urine: Collect 2-5 ml of midstream, clean-catch urine in a sterile container. A catheter urine specimen may also be used.</li> <li>c. CSF: Collect at least 2 ml, if possible.</li> <li>d. Bone Marrow: withdraw a sample of the liquid part of the bone marrow by inserting a hollow needle through an incision and on through the bone into the bone marrow cavity of the iliac crest.</li> </ol> </li> </ol>
<b>Shipping Instructions</b>	<ol style="list-style-type: none"> <li>1. Wrap the labeled specimen container with absorbent material and place in a biohazard specimen bag. Be sure to package each patient's specimens individually to avoid cross-contamination.</li> <li>2. Place the LimsNet cover page/requisition form in the side pocket of the biohazard bag. Never place the form in with the specimen in case the specimen leaks during transit. If the specimen bag does not have 2 compartments, place the paperwork in a separate ziploc bag.</li> <li>3. Place the specimen(s) in a styrofoam container with sufficient cold packs to maintain 4C during shipment. For swabs, urine, or CSF, if needed, dry ice can also be used if the specimen is frozen and/or transport time may be longer than 24 hours. If dry ice is used, do not form an airtight seal on the styrofoam container because dry ice releases carbon dioxide gas.</li> <li>4. Place the styrofoam container into a cardboard shipping box, close lid, and seal.</li> <li>5. Ship or transport by courier, the box compliant with DOT and IATA regulations (Category B UN3373). Ship to: Indiana State Department of Health Laboratories</li> </ol>

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**Reporting  
and TAT**

1. Turnaround time for reporting:
  - a. TAT for PCR: 1-2 business days
  - b. TAT for virus culture: 2-14 business days. Negative cultures are held for 14 days.
2. Reporting method:
  - a. LimsNet submissions - report will be made available on the LimsNet website.
  - b. Paper submissions - report will be faxed to the submitting facility only.
3. Test Referral: Isolates may be forwarded to the CDC for additional testing.